

**DODGE COUNTY
HEALTH FACILITIES COMMITTEE MEETING
198 COUNTY DF
JUNEAU, WI 53039
SEPTEMBER 2, 2015**

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:30 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff
Lisa Derr
Jeff Duchac
Dan Hilbert
Tom Schaefer

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Jane E. Hooper, Clearview Administrator; Jackie Kuhl, Brain Injury Coordinator; Lori Kurutz, Director of Support Services; Bill Wiley, Director of Finance; Jim Hill, Director of Environmental Services; Heather Ninmann, IID Household Specialist; Ann Schulz, Director of Nursing; Lisa Schneider, HIM Coordinator; Mary Petersen, Vice President – Financial Consulting of Specialized Medical Services; and Larissa Ramirez, Marian University intern.

3. **APPROVAL OF MINUTES OF AUGUST 5, 2015 MEETING:** Motion made by Duchac to approve the August 5, 2015 Minutes; seconded by Schaefer. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Duchac to deviate from the Agenda if required; seconded by Schaefer. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** None to report.
8. **CENSUS REPORTS:**

CBIC:	25 of 30
Clearview:	133 of 140
Clearview Behavioral Health 1/2:	17 of 20
ICF-IID (formerly FDD):	42 of 46
Trailview	3 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	16 of 20

9. **ADMINISTRATOR'S REPORT:**

- **Industry Updates:**

- **ICD-10 International Classification of Diseases – Ann Schulz and Lisa Schneider:** Schulz and Schneider (Clearview Health Information Management Coordinator) provided a brief update on the upcoming switch to ICD-10 (International Classification of Diseases), which is to begin on October 1, 2015.
- **Medicaid Rule Changes – Bill Wiley and Mary Peterson:** Wiley and Petersen (from Specialized Medical Services) provided a brief update on the Medicaid rule changes.

- **Siding Update:** There were two bids for the siding (removal and total replacement), one from Maas Brothers for \$390,000 to \$410,000, and the second from Boldt for \$229,204.

- **Survey Update:**

- **Clearview:** There were two citations for the nursing home survey.
- **Clearview Brain Injury Center:** The Brain Injury Center had a cite-free survey.
- Jim Hill provided an update regarding the recent environmental surveys. The Individuals with Intellectual Disabilities, Clearview Behavioral Health and Clearview Brain Injury Center were citation free. There were three environmental citations for the nursing home.

- **Update: Restricted Bed Status:** Administrator Hooper reported that she must submit a letter annually, giving a written status update for the extended restricted use option for beds. There are 21 beds that are in restricted status at Clearview.

- **Update: Marsh Country Health Alliance Annual Meeting / Washington and Outagamie Counties:** An update was provided by Russell Kottke, Hooper, and Wiley. A vote of 6-3 (Waukesha, Jefferson, and Iowa voting no) to approve the \$300,000 assessment fee for 2016. The Commission Board approved Washington County becoming a member of Marsh Country Health Alliance. There are now 13 counties, including Dodge.

- **Update: Dodge County Fair:** The fair booth went well with successful responses and some employment applications handed out.

- **Update: Assisted Living Supervisor Position:** First and second interviews have been completed; a decision will hopefully be made by the end of the week.

- **Leading Age National Conference – Boston, Massachusetts:** Administrator Hooper requested to attend the Leading Age National Conference in Boston, Massachusetts from November 1 to 4, 2015. Motion by Derr to approve the request, and forward the request, to attend the conference to the Executive Committee, in an amount not to exceed \$3,500; seconded by Hilbert. Motion carried.

- **Update: Appeal / Clearview Behavioral Health:** Hooper updated the Committee on the appeal for Clearview Behavioral Health. According to Attorney Robert Lightfoot of the Reinhart Law Firm, the State will not lower the level of the citation. However, it has reduced

the civil monetary penalty to \$12,863 (started \$36,750, down to \$19,000). The direction from the Committee requested, by Hooper as to how to proceed – unanimous vote to pursue the legal fees suggested option of \$5,000 to \$7,000 and go to the hearing versus drafting a Brief.

- **Approval of Friends of Clearview Expenditures:** Motion by Duchac to approve the requested expenditures in the amount of \$820.81; seconded by Schaefer. Motion carried.
- **Reports: Bill Wiley, Clearview Finance Director:**

Wiley briefed the Committee on the proposed 2016 budget. One large unknown is the estimated cost to replace the defective Certain Teed siding. He also discussed the increase of budgeted revenues due to the increase in Medicaid supplemental payment, increased census, and the increase in daily rates for the CBH and SNF and CBIC private pay rates. Wiley also mentioned the estimated increase in health insurance of 6%, additional cost to Clearview due to the changes required by the Affordable Care Act, and the increased estimate for bad debt expense.

Wiley then updated the Committee on the status of the 2015 budget. He mentioned that the 1,000,000 payable, for the CBIC Medicaid recoupment posted in 2014 will be cleared in 2015 and thus help with the 2015 financial picture. He also stated that Clearview was operating well with revenues slightly higher than budget and expenses at budget.

Wiley then gave an update to the 2014 audit. He stated that he had developed a draft template for the finding for the Allowance for Uncollectible Accounts. He will use this template in reviewing, documenting, and putting procedures into place to resolve the other findings,

Wiley presented the action taken in the current write off of receivables. He mentioned that the Administrator just signed off on a group of receivable that were deemed uncollectible. Reasons given were: deceased no estate, indigent, untimely billing, no authorization.

Wiley then reviewed the actions taken so far to prevent large amounts of write offs. They are: hired an additional billing / receivables person, improved financial agreement documentation, Finance Department calendar to schedule billing due dates, data transparency, and a requirement that write offs must occur at least semi-annually. He also stated that a reasonable amount of bad debt had to be budgeted for and that his staff will continue to use Specialized Medical Services (SMS) for billing questions. Wiley mentioned that Mary Petersen has been invaluable in her assistance and expertise in resolving the aging receivables issues.

Wiley and Petersen mentioned that future concerns are the change in required billing codes, mandated by the federal government, shortfalls in the current billing software Clearview is using, and additional requirements in changes to Medicaid billing that Wisconsin is considering which would greatly expand the amount of time between delivery of service to residents and the time Clearview would collect from Medicaid.

10. **NEXT MEETING DATE: Wednesday, October 7, 2015, at 7:30 a.m., in the Conference Room at Northview Heights,** located on the first floor, 199 County DF, Juneau, Wisconsin.

11. **ADJOURN:** There being no further business to come before the Committee, Motion by Duchac to adjourn; seconded by Schaefer. Meeting adjourned at 9:11 a.m.

Dated this 7th day of October, 2015.

Respectfully submitted,

Thomas Schaefer
Thomas Schaefer, Secretary